

Standard Operating Procedures

Northeast District of Tau Beta Sigma
Updated March 2023



This set of Standard Operating Procedures (SOP) acts as an established guide for operations of the Northeast District Council of Tau Beta Sigma. It will be maintained by the District Counselors, District Council, and Ways and Means Committee each year and published to the District Website.

I. District Council

CANDIDACY

The basic qualifications for Candidacy are outlined in the National Constitution, section 5.402: Candidates “shall be at least a sophomore student and an Active member of the Sorority in good standing at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that a complete Life Member application, including all fees is filed with NHQ prior to the student’s graduation. The candidate shall have the best interest of the Sorority at heart and be willing and able to devote the necessary time to execution of the duties imposed by the office and shall be actively participating in or serving bands during their term of office.”

Additional Requirements:

- Candidates shall submit their completed Candidacy packet electronically to the District Counselors one (1) week prior to District Convention. Completed packets include:
 - Letter of Intent
 - Resume (Sorority and Professional Experience)
 - List of Goals
 - Projected Timeline
 - Letters of Recommendation:
 - Chapter Approval and Chapter Standing verification Letter
 - Letter of Recommendation and Approval from either your Chapter Sponsor or DOB
 - Letter of Recommendation from a Professional Reference (job supervisor, professor, etc.)
 - Optional: Additional letters of Recommendation (Brother Chapter, Assistant Director of Bands, etc.)

ELECTIONS PROCESS

The District Council is elected by the Delegation in attendance at the District Convention. The elections process is outlined in the National Constitution section 5.403: A Nominations Committee “shall carefully investigate the eligibility of candidates for election... [and] nominate one member for each office and present the names to the Convention. Additional nominations may be made from the floor of the Convention by Official Delegates. The Nominations Committee shall determine the eligibility of any other candidates who are nominated from the floor. A majority of all votes cast shall be necessary for election.” Additional information regarding the election process is available in the [District Officer Elections](#) resource packet.

REMOVAL AND REPLACEMENT PROCESS

If a District Officer fails to meet the duties/expectations outlined in the Constitution or in this document, the District Counselors will proceed through disciplinary action leading up to and including removal from office. The process for removal and replacement of a District Officer is outlined in the National Constitution, sections 5.409-5.412.

Disciplinary action taken by the District Counselors will include the following.

1. Verbal warning - A conference call or in-person meeting will be set up with the officer in question, and an improvement plan will be discussed and established by the Counselors.
2. Probation - If an officer is not upholding their responsibilities and has already received a verbal warning, they will be placed on probation with clearly identified steps to improve for the probation status to be removed. This will be shared with the rest of the council, in writing. It will also include what will happen if the terms of the probation are not met.
3. Removal - If an individual officer fails to complete the identified steps to be removed from a probationary status and continues to be unsuccessful in officer requirements, the officer will be brought up to the council for removal from office. Removal follows constitutional protocol and guidance from the Counselors. Counselors reserve the right to dismiss officers from their positions without a vote by the council.

Additional Processes:

- Should the office of District President be vacated for any reason, the District Vice President for Membership shall automatically succeed to the District Presidency until the following District Convention.
- Should a vacancy occur in the office of District Vice President for Membership, District Vice President for Special Projects, or District Secretary-Treasurer, the appropriate procedure to fill the vacant office is outlined in the National Constitution, section 5.409.
- If at any time an officer becomes ineligible to hold their District office (e.g. fails to live in the District, fails to pay Active membership dues, fails to enroll in band, fails to file a Life Membership application prior to graduation, etc.), their service will be terminated immediately.

RECURRENT RESPONSIBILITIES

The recurrent responsibilities of the District Council include, but are not limited to:

- Collect Chapter Officer Contact Information

- Collected Chapter MEPs, Budgets, and Constitutions for Counselors, National Council, and National Headquarters review.
- Attend National Leadership Conference, as scheduled by the National Executive Director, and as budgets allow
- Support Chapters in the on-time completion of National Documentation (CSR, FAR, Membership Candidate Registration, Initiate Registration, etc.)
- Facilitate and attend District Events
 - Precinct Meetings - Create an agenda for each meeting based on the goals of the Council and needs of the Chapters in attendance. This includes activities, workshops, and engagement with the campus at which the Precinct Meeting is taking place.
 - District Convention - Create an agenda for the District Convention to accomplish the business of the District as well as provide experiences for attendees based on the goals of the Joint District Councils. This includes informational and business sessions with the Joint and Separate delegations, Committee blocks, workshop and clinic blocks, and opportunities for social interaction. The District Convention is also attended by National Leadership representatives who are available for presentations to the delegation, advisement of Committees, and workshop presentations.
- Transition to New Officers - Outgoing Officers relinquish all material connected with their respective offices to the proper incoming Officers during the Council Transition Meeting, following the close of District Convention, typically the Sunday morning of Convention weekend, but ultimately up to the discretion of the outgoing Officers, Incoming Officers, and the District Counselors.

EXPECTATIONS

- Communication
 - Within the Council: TBSigma designated officer emails, phone calls/texts, and GroupMe will be used to communicate within the group
 - Externally (District-wide, National): Email is used for large communication, as well as use of Chapter President and District-wide Facebook groups. All announcements and documents to be distributed to the District and National Council must be previewed and approved by the Counselors.
 - A 48-hour response time is expected for all communication responses. If it is not possible to respond within that time frame, the Officer will notify the rest of the Council and state when they will be able to respond
 - All email communication regarding Council, Chapter, District activity will include the District Counselors (CC)
 - Conversations taking place over non-email platforms (phone, Facebook, in-person) will be either brought to email for further discussion with the Chapter/Sister involved or summarized in an email to the District Counselors
 - Communication with Alumni or representatives of Alumni Associations should be directed toward the District Counselors.
 - Counselors must approve all appointed positions, Honoraries, and presenters.
- Meetings
 - District Council Meetings will be scheduled by the District President, with the intention of a set date/time for all Council Calls (“scheduling out”) to allow for advanced planning of other commitments

- During Council Calls all Officers will participate by actively engaging in discussion, updating the Council/Counselors regarding Chapter activity, and presenting detailed updates of their ongoing projects and established timelines
 - Council Calls are mandatory for all Officers, unless specified by the District President or District Counselors
 - If an Officer is unable to attend a scheduled Council Call or will be late, at least 24 hours notice must be given to the District President and District Counselors. In an emergency situation, Officers will reach out with updates as soon as possible.
- Summer Meeting- The first extended meeting of the Council, held over the summer for strategic planning. The Summer Meeting is held remotely via online platforms. The scheduled date for Summer Meeting will be announced by the District Counselors to the District Council via email.
- Winter Meeting - A weekend meeting scheduled with the Joint District Councils as well as the selected Host Chapters for the upcoming District Convention. In past years, Winter Meeting has been held over MLK Weekend. This time is used for final preparations for the upcoming Precinct Meetings and District Convention. The date and location of Winter Meeting will be announced by the District Counselors via email.
- Reports
 - Formal: Formal reports are submitted at Summer Meeting, Winter Meeting, and during District Convention for inclusion in the Appendix of the meeting's minutes.
 - Informal: Talking points for each Council Call are expected to be in the minutes by midnight before the call.
- District Website (www.tbsigmaned.weebly.com)
 - The Council will maintain the District website with up-to-date information and complete updates, as needed, following each Council Call.
- Rules and Regulations
 - The Council is expected to uphold the responsibilities that are clearly written in the District and National Constitutions, this SOP, as well as those given by the proper authorities.

ADDITIONAL TOPICS

- Social Media
 - Delegation of social media responsibilities will be decided by the Council. Posts should be accurate, appropriate, and as current as possible, and posted on relevant social media (Facebook Groups, Instagram, Twitter).
 - Posts should encourage active participation in the district.
- Council Connection - Each Officer is assigned Chapters in the District to assist throughout the year in an effort to build relationships and provide additional support. Officers are expected to contact their Chapters at least once per month during their term, and to report on their conversations during regular Council meetings.

PRESIDENT

The District President role is outlined in the District Constitution, section 2.2: "The District President shall preside over all meetings of the District and will be the official representative of the District at all Sorority functions. The District President shall be a non-voting member of all District committees, and

shall appoint committee chairs and any appointed positions subject to approval of the District Counselors.”

RECURRENT RESPONSIBILITIES

- General Council Management
 - Council Calls/Meetings
 - Scheduling: Council Calls will be scheduled for the semester at a set date and time. If conflicts arise or additional meeting dates are needed, the President will inform the Council with as much notice as is possible and confirm the ability of each Officer to attend at the new date and time.
 - Communication
 - With Counselors: The District President and District Counselors will meet on a weekly basis over the phone or Google Hangout. More frequent meetings can be scheduled at the discretion of either the District President or the District Counselors.
 - With Council: The District President will maintain individual communication with each District Officer outside of Council Calls on an as-needed basis.
 - With KKPsi Council: The District President will communicate with the KKPsi NED Council, specifically the President, on a regular basis to appropriately draft messages to the District and coordinate all joint council initiatives. This includes correspondence to plan Winter Meeting, the three Precinct Meetings, and District Convention. Other collaboration may be necessary as the need arises.
 - With Host Chapters: The District President will communicate with the Host Chapters for Precinct Meetings and Convention regarding scheduling, room reservations, registration, etc.
- District Convention
 - Committee Chairs
 - Work with the District Counselors to select and appoint Committee Chairs as well as alternates for District Convention.
 - Provide expectations, materials and instructions for the Committee Chair role to selected Chairs and alternates at least one week prior to the Opening session of District Convention.
 - Committee Charges
 - Review all Committee Charges from the prior Convention year and present them to the District Counselors for review and prioritization
 - Communicate these charges with the District at-large for Chapter-based review and planning for District Convention
- National Leadership Conference and Convention
 - The entire District Council is expected to attend the National Leadership Conference each summer as determined by the National Council, as well as attend National Convention in odd-numbered years
- Appointed Positions
 - Request applications for the position of Convention Parliamentarian and work with the District Counselors to prepare the Call for Applications, review of applicant packets, selection of appointee, and provide training to the Appointee on the duties and expectations of the position.

VICE PRESIDENT FOR MEMBERSHIP

The District Vice President for Membership role is outlined in the District Constitution, section 2.3: “The District Vice President for Membership shall preside over all meetings of the District in the absence of the District President. They shall be responsible for facilitating District programming related to Membership Education.”

RECURRENT RESPONSIBILITIES

- Membership Education Packets (MEPs)
 - Assist in the collection of Chapter MEPs for review by the District Counselors
 - Conduct an initial review of Chapter MEPs for completion status prior to review by the District Counselors
 - Assist the NVPME in monitoring and reviewing the submission of Overture documents.
 - Check for completion of Membership Candidate Registration and Initiate Registration Forms each semester.
- Membership Education Program
 - Promote the implementation of programs developed by the National Vice President for Membership and Expansion at the Chapter level.
 - Develop, maintain, and implement district-wide programs related to initiate and post-Membership Education
- District Convention
 - Complete necessary paperwork for Honorary initiates
 - Organize the preparation for and performance of Ritual - materials, readers, Ritual Ensemble, etc.
 - Lead process for submitting paperwork and payment for District Honoraries
- The NED VPM shall connect with and support individual Chapter VPMs in development of their membership programs, and as needed throughout the year.

VICE PRESIDENT FOR SPECIAL PROJECTS

The District Vice President for Special Projects role is outlined in the District Constitution, section 2.4: “The District Vice President for Special Projects shall be responsible for supporting national programs and initiatives, as well as designing and implementing District programs and projects.”

RECURRENT RESPONSIBILITIES

- National Programs
 - Promote the implementation of programs created by the National Vice President for Special Projects at the Chapter level, including Focus on Five
 - Implement district-wide programs related to service, awards, history, and other special projects
- Precinct Meetings
 - Maintain an organized list of workshop presenters, topics and material needs
 - Organize a service project that will be conducted at each Precinct Meeting to further the mission of Tau Beta Sigma
- District Convention
 - Create and organize a project for the District that showcases the unique qualities of its Chapters in a way than can be presented at District Convention

SECRETARY-TREASURER

The District Secretary-Treasurer role is outlined in the District Constitution, section 2.5: “The District Secretary-Treasurer shall record, publish, and distribute the minutes of all District meetings. They shall be responsible for controlling the receipts and disbursements of all District monies and keeping a ledger of financial transactions.”

RECURRENT RESPONSIBILITIES

- Contact Information
 - Collect contact information from each Chapter in the District
 - Distribute a roster of Chapter contact information including email, addresses, and phone numbers to all Chapter Presidents and Secretaries (collected by June 1 and distributed by July 1)
- Minutes
 - Council Calls - Take minutes at all meetings of the District Council and distribute them, once approved by the District President and District Counselors, to the District and National Officers prior to the subsequent call.
 - Agenda- The agenda and Google Hangout link for each meeting will be shared with the meeting invitation at least 24-hours prior to the scheduled call.
 - District Convention - Record and publish the minutes of the District Convention and distribute them to all Chapters, District Officers, District Counselors, NEDAA Officers, TBSAA Executive Council, National Officers, and National Headquarters
 - Additional information regarding minutes can be found in the [Template for District Convention Minutes](#) resource
- District Convention
 - Notify the District at-large as well as any Northeast District stakeholders of the date of District Convention within 14 calendar days of deciding the date, , unless given an alternate deadline by the District Counselors
 - Awards- Facilitate the various awards currently given out by the Northeast District Council at District Convention
 - Coordinate the Joint Relations award with the Kappa Kappa Psi NED Vice President for Programs.
- District Funds
 - Maintain an itemized report of receipts and disbursements to be included in the yearly report. The report is to be reviewed at each Council Call.
 - Collect reimbursement forms and receipts for any District expenses incurred and submit these forms to the District Counselors and National Accountant for reimbursement approval.
- Budget
 - Maintain the District budget, and update as appropriate throughout the year, with review by the District Council and District Counselors
 - Submit a budget proposal for the upcoming year to the District Counselors, District President, and Ways and Means Committee at the District Convention for review
- Online Presence
 - Maintain and update the NED website with the most current information regarding District and National activities.
 - Collect information form and create the District Newsletter, to be sent out on the first of each month. This should include all relevant updates from each office (Office Hour information, events in the district, fundraisers, and paperwork deadlines.

II. Meetings

GENERAL ATTENDANCE

All attendees must provide membership cards and a photo ID to the registration tables as identification. If a newly initiated member has not yet received their Membership Card, a District Counselor or Governor can verify their membership in the Online Membership and Reporting System (OMRS).

PRECINCT MEETINGS

SELECTION AND BIDS

Precinct Meetings locations and Host Chapters are selected at the preceding Precinct Meeting (for example, Central Precinct Meeting 2017 was selected at Central Precinct Meeting 2016). Bid presentations are made to the Joint District Councils during the Precinct Meeting day, as scheduled by the Joint Presidents. Requirements for bids are listed in the District Constitution.

DISTRICT CONVENTION

The general business procedure for District Convention is outlined in the District Constitution with additional information for business in the [District Convention Guidelines](#). Membership Candidates in attendance must be registered through the Membership Candidate Registration Form in the OMRS. A District Counselor or Governor can verify this in OMRS. These guidelines will be posted in the registration materials for the Convention and distributed to the Chapters by email.

LOCATION AND HOST CHAPTER APPOINTMENT

The District Convention location will be selected by the National Headquarters Staff in collaboration with the District Counselors and District Governors. The Counselors and Governors will solicit chapters to perform host chapter duties.

DELEGATES

Eligibility requirements for Chapters and individuals being seated as a Delegate are outlined in the National Constitution, sections 3.601-3.604, and District Constitution, section 4.2. The [Seating of Chapter Delegates](#) resource outlines the general process followed for District Convention.

COMMITTEES

Committee Meetings held at District Convention are given a status (open, moderated, closed) to describe the allowed attendees within the meeting space.

- Open - Open committees are open to both assigned delegates and non-assigned entities. In open committees, only assigned delegates can vote, but all members present may contribute to discussion and participate in such activities.
- Moderated - Moderated committees are open to both assigned delegates and other non-assigned entities. In moderated committees, only assigned delegates can vote and contribute to discussion. Non-assigned participants can observe, listen, and take notes, but they have no further permissions. Furthermore, during a committee meeting, a non-assigned member may not approach an assigned member (either in person or via message) to bring their ideas to the floor.
- Closed - Closed committees are not open to non-assigned delegates. Only the assigned delegates can be present in the room and participate in discussion. All members of a closed committee are permitted to vote and contribute to discussion. They may reveal details about those conversations to other non-committee members, unless directly instructed not to by the Chair or Advisor. Closed committee members can publicly state that they agree with items from the committee or if they disagree with items, and they can provide factual support for that decision, but they cannot render individual opinions.

COMMITTEE DESCRIPTIONS

- Nominations Committee (closed)
 - This committee shall interview and investigate the eligibility of all candidates for election to the District Council according to the requirements set forth by National and District Constitutions. It's the committee's responsibility to find the best candidate for each office. This is done in the form of a slate, which is provided in the Nominations Committee report. When the nominations committee report is accepted by the delegation, slated candidates are automatically nominated. Eligible candidates for office will complete a virtual interview with the Nominations committee Chair to be made available to all Sisters in the District, and will be an imperative tool in the decision of the slate by the committee.
- Membership Committee (Open, Membership Candidates not allowed)
 - This committee shall review membership education and educational materials within the District and at National levels. This committee also examines, recommends, and submits all proposals related to the recruitment and retention efforts of the Sorority through the membership process.
- Programs Committee (open)
 - This committee evaluates District-wide participation and implementation of District and National programs. They will also examine, recommend, and submit to the District Convention all proposals for these programs.
- Ways and Means Committee (moderated)
 - This committee shall review the actual spending of District funds in comparison to the yearly budget; the committee will also examine, recommend, and submit all proposals, revisions, and alterations to the District Constitution to the delegation. During District Constitution revisions, the committee may also recommend and submit proposals, revisions, and alterations to other District documents, including bylaws, policies, or procedures pertaining to the delegation. They will also review the proposed budget from the District Secretary-Treasurer and submit the proposed budget for review and vote by the delegation.

AWARDS

The District Council selects recipients and distributes awards, grants, and scholarships during District Convention each year. Each award has specific requirements and application processes that are announced by the District Council, with approval from the District Counselors.

- Counselor's Award- This award is given by the NED Counselors and recognizes the Chapter who exemplified the mission of Tau Beta Sigma and surpassed their own measure of success this year. Chapters become eligible by maintaining good standing throughout the academic year; submitting all district and national paperwork on time; and attending at least one in-person District event during the academic year. Finalists are asked to create an online presentation that highlights their chapter's accomplishments this year, and focuses on a theme of engagement--in chapter operations, in district involvement, on the campus, and in the community. Presentations may be in any online format (video, PowerPoint, Prezi, etc.) that is able to be shared with the Counselor email account. The District Counselors will review all presentations and decide on a winner to be announced at the banquet.
- Spirit Award - This award is given by the NED Council to the Chapter with the most spirit throughout the calendar year, especially during the time leading up to and at District Convention. To be eligible, chapters must be on time with all paperwork deadlines; participate in Spirit Weeks, Virtual Workshops, NED and National Social Media Campaigns; and last but not least, have lots of enthusiasm at District Convention! There are no nominations or applications for this award.
- Chapter Perseverance Award - This award is given by the District Council to a chapter that has shown significant growth over the past year. This award ranks as one of the highest recognitions that the NED Council awards as it highlights one Chapter for their contribution to improving themselves as an overall Chapter and as individual Sisters. To be eligible, a Chapter must be present at the Northeast District Convention, , and be on-time with all paperwork deadlines. There are no nominations or applications for this award.
- Unsung Hero Award - This award is given by the NED Council to recognize a Sister that does not hold an office nor a chair position but still significantly contributes to Chapter growth. This level of contribution could be accomplished in many ways, ranging from attendance at all Chapter activities to attending District and National events on behalf of their home Chapter. To be eligible, the Sister must be nominated by another Sister, be Active in the Fall and Spring semesters leading up to convention, and exhibit daily adherence to the Five Qualities and Eight Essential Factors.
- Phenomenal Sister Award and Life Member Scholarship - This award is given by the NED Council to recognize a graduating Sister that goes above and beyond the call of duty within their chapter. This Sister actively contributes to the overall growth and betterment of the chapter in many ways, such as holding various leadership positions and encouraging other Sisters to be the best they can be. To be eligible, the Sister must be nominated by another person associated with your chapter (including but not limited to, Alumni, Active Brothers from your university, Chapter Sponsor, DOB), be Active in both the Fall and Spring semesters of the academic year, and exhibit daily adherence to the Five Qualities and Eight Essential Factors. The selected Sister will be awarded a Life Membership Scholarship.
- All Star Service Award - This award is given by the NED Council to recognize a Chapter that has demonstrated a strong dedication to service over the past year leading up to District Convention. Factors that will be taken into account for this award will be active participation in District/National Programs, meaningful and frequent Chapter service, and a dedication to serving your community and collegiate bands.

- Joint Relations Award - This award is given to a Chapter of Kappa Kappa Psi and a Chapter of Tau Beta Sigma that show respect, exemplify outstanding teamwork, and have positive communication with their respective brother or sister organization during various service projects, events, and activities. Only Chapters of the opposite organization can nominate a Chapter for this award.
- SisTauHood Award - This award is given by the NED Council to the Chapter that demonstrates considerable effort to explore and showcase their Chapter's unique qualities. This includes the submission of a creative project showcasing Chapter uniqueness at or before the District Convention, at the discretion of the NED Council and current VPSP.
- Travel Grant - This grant is given by the NED Secretary-Treasurer to a Chapter that travels a long distance to District Convention, and has actively participated in District events. Chapters must email nedsectreas@tbsigma.org the distance they will travel (Google Maps or similar form of itinerary) and proof of District Convention registration to be eligible. The selected Chapter must be present during the entire Convention. The Chapter that is awarded this grant will receive a \$200 reimbursement from the District Council to offset travel costs (gas, lodging, etc.).
- NOTE-ification Award: This award is given by District Council to a chapter who showcases their service and membership accomplishments through a consistent and active social media and online presence. Examples of engagement include: posting in District and National Facebook groups, participating in Spirit Week(s), virtual workshops, and NED and National Social Media Campaigns. There are no nominations or applications for this award.

III. Finances

USE OF DISTRICT FUNDS

The appropriate use of District funds is outlined in the National Constitution, Section 5.5. Proposals for funds use must be submitted to the District Council and District Counselors prior to the Council Call preceding the use of funds for review and approval.

District funds may be used for:

- District Officer Expenses
- District Service Projects
- District Honorary Fees
- Anything deemed necessary by the District Council, with approval by the District Counselors

REIMBURSEMENTS

- District Officers requiring reimbursement shall submit itemized receipts along with a reimbursement form to the District Secretary-Treasurer and District Counselors within 2 weeks of the transaction for review and submission to the National Accountant.
- For District Officer expenses resulting from District Convention travel, the \$300 is to be presented to the Ways and Means Committee for appropriate inclusion in the budget.